



One Washington Program Blueprint
Appendix - WSDOT Integration with One Washington

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1.0 Introduction

During the 2015-17 biennium, the Office of Financial Management (OFM) and the Department of Transportation (WSDOT) engaged in discussions to review WSDOT's unique business requirements and processes to determine the ability to integrate WSDOT's needs to the One Washington Program. During FY18, OFM and WSDOT will continue to expound on that work to determine the ability to integrate the Transportation Reporting and Accounting Information System (TRAINS) or its successor system with the One Washington Program. A key first step is to assess the landscape of current WSDOT critical financial systems to identify strategic choices available to the state. This document, Appendix – WSDOT Integration with One Washington was developed through a process by which WSDOT business staff and IT staff were engaged in evaluating the functional/technical attributes and health of WSDOT's current critical financial systems to inform the development of a preliminary list of financial systems that could be fully or partially replaceable by a statewide Enterprise Resource Planning (ERP) system and those that may not be replaced but may interface with the new statewide ERP.

1.1 Key Purpose

Appendix – WSDOT Integration with One Washington seeks to answer the following question:
Should WSDOT decommission TRAINS and utilize the One Washington Statewide ERP system?

1.2 Key Considerations

The development of this document has taken into consideration the following:

- Appendix – WSDOT Integration with One Washington is not intended to be a comprehensive analysis of every WSDOT system, but rather focuses on the critical systems that have a significant impact on WSDOT's core financials. The list of twenty-seven (27) WSDOT critical financial systems evaluated were identified via a joint effort that included the One Washington core team, WSDOT business staff, and WSDOT IT staff.
- One Washington core team members, WSDOT business staff, and WSDOT IT staff were engaged in discussions, interviews, and workshops to evaluate the functional/technical attributes and health of the 27 WSDOT critical financial systems. Staff who were engaged included:

Doug Vaughn, Chief Financial Officer (WSDOT)
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Jennifer Dahl, Director - Accounting & Financial Services (WSDOT)
Rich Struna, Deputy Director - Capital Program Development & Management (WSDOT)
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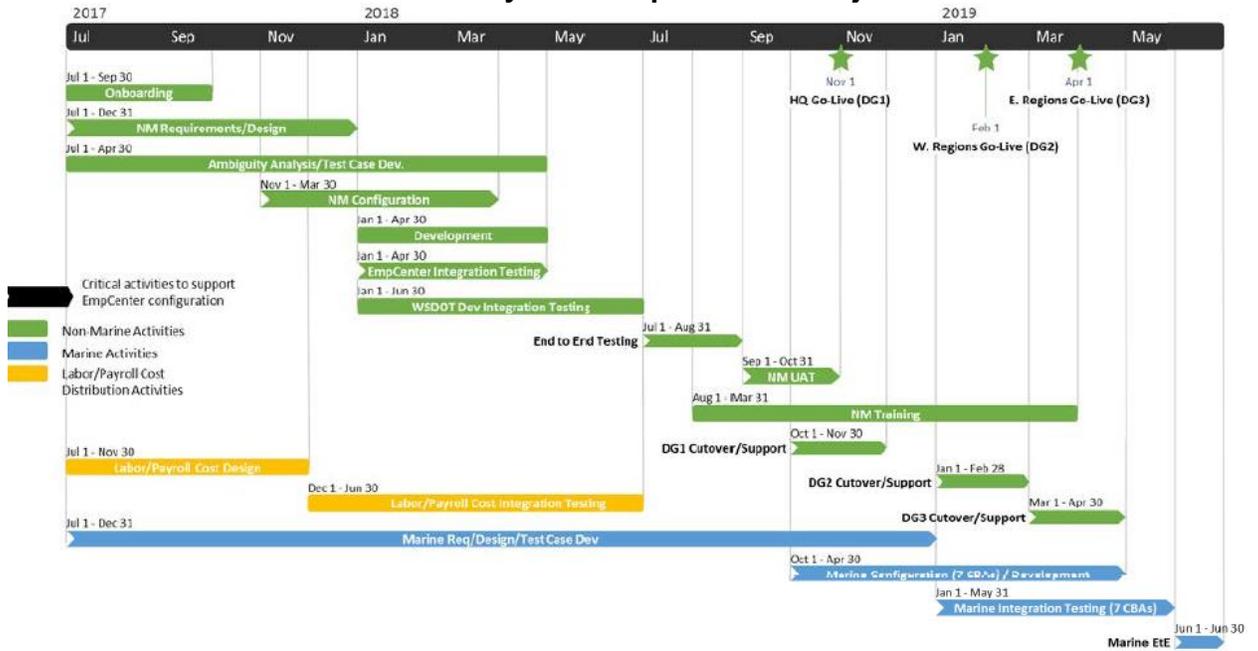
- Additional analysis will be conducted during subsequent phases of the One Washington Program Blueprint Project to address any gaps in information. An example of this could be a review of the findings of separate efforts currently underway, including the OCIO Inventory of WSDOT's Legacy Systems.
- WSDOT is the only state agency that uses its own internal financial management system (sometimes referred to as a legacy financial system), rather than the state's AFRS system. The Transportation Reporting and Accounting Information System (TRAINS) is a mainframe system that provides accounting support for all of WSDOT's revenues, expenditures, receipts, disbursements, resources, and obligations. It is a highly-customized version of an American Management Systems (AMS now CGI) software package that was implemented in 1991. The TRAINS system interfaces with the state's current financial system, Agency Financial Reporting System (AFRS) from which vendor payments are issued and payment history files are interfaced back to TRAINS. TRAINS is reaching the end of its expected useful life and needs replacement. TRAINS is now predominantly supported by state personnel who are nearing retirement eligibility, which leaves the mission-critical system at great risk. WSDOT's current licensing agreement with CGI for TRAINS expires on June 30th, 2023.
- WSDOT has implemented a significant number of stand-alone systems to provide enhanced functionality not provided by TRAINS to meet their financial business needs. Many of these stand-alone systems are also reaching the end of their expected useful life and opportunities to decommission and replace with an ERP system should be explored.
- During the 2011-13 biennium, WSDOT was one of two agencies (the other being the Department of Ecology) selected to implement a statewide, configurable, best-of-breed time and attendance system in collaboration with the Office of Financial Management (OFM) and the Department of Enterprise Services (DES). Over the course of the enterprise Time, Leave and Attendance (TLA) project, the state acquired project assets (Workforce EmpCenter Software) and devoted significant time and effort towards enterprise and agency activities, including the development of business requirements, interfaces, testing, training, organizational change management, and functional design. Near the end of the 2013-15 biennium, it was determined by the Legislature to discontinue funding for this project. However, DES has established a master contract that agencies could leverage to implement the solution on a case-by-case basis.

WSDOT received funding via the 2017-19 WSDOT Biennial Budget Request to leverage the existing state-owned licenses for Workforce EmpCenter Software. Benefiting all WSDOT employees (including Ferries employees), this system would replace two Labor Distribution systems, ensure compliance with the agency's 13 Collective Bargaining Agreements and provide the ability to get detailed payroll data in response to grievances, lawsuits, and legislative and public inquiry. This project is known as the Labor System Replacement Project and will be mission-critical business and technical

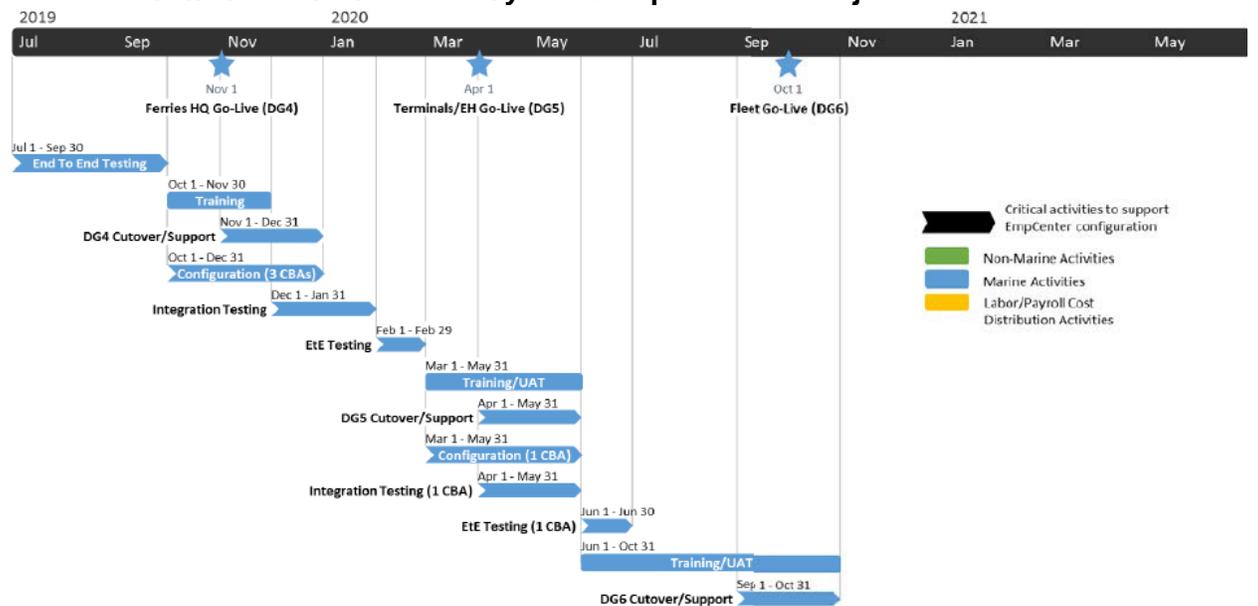
imperatives for WSDOT during the 2017-19 and 2019–21 biennia. WSDOT plans to implement the solution incrementally through six deployments over a 39-month period.

The timelines for the implementation are broken into two biennia as follows:

2017/2019 WSDOT Labor Systems Replacement Project Timeline



2019/2021 WSDOT Labor Systems Replacement Project Timeline



- To determine the ability to integrate WSDOT's needs to the One Washington Program, the following was included as an appropriation in the 2017-19 WSDOT Enacted Biennial Budget:
“\$300,000 of the motor vehicle account—state appropriation is provided solely for the office of financial management to work with the department of transportation on integrating the transportation reporting and accounting information system or its successor system with the One Washington project. The office of financial management and the department of transportation must provide a joint status report to the transportation committees of the legislature on at least a calendar quarter basis. The report must include, but is not limited to: The status of the department's ability to integrate the transportation reporting and accounting information system or its successor system with the One Washington project; the status of the One Washington project; and a description of significant changes to planned timelines or deliverables.”
- Based on a high-level analysis of WSDOT specific business requirements completed to date, WSDOT and OFM have agreed that the State has a tremendous opportunity to implement one financial system for the entire state. We are moving forward with the assumption that WSDOT will decommission TRAINS and make use of the One Washington statewide ERP. Deep-dive assessments of how WSDOT current business processes interact with TRAINS and other critical financial systems are currently underway. To understand how the current business processes interact with TRAINS, the One Washington program worked with WSDOT SME's to perform assessment of how four major business programs use TRAINS. The assessment focused on Work Order, a major cost center data element, that WSDOT used to capture WSDOT financial activities. In the next fiscal year, WSDOT will expand the assessment to other business program in WSDOT. When these assessments are completed and business processes have been identified for transformation, the findings will inform WSDOT's implementation of the One Washington statewide ERP, the governance model required to address and maintain WSDOT's specific needs, as well as integration to WSDOT unique business systems.

2.0 WSDOT Specific Business Functions

ERP systems support the common financial, procurement, human resources, and budget backbone for the agency. In addition to the business processes common across all organizations, WSDOT has unique business needs.

Listed below are the business functions that are specific to WSDOT:

- Project Costing – WSDOT is a project-centric organization that controls expenditures and tracks budgets mostly by project. WSDOT will certainly use all the functionality in an ERP's Projects Module. How projects are created, funded and organized in a hierarchy is fundamental to WSDOT's ERP success. WSDOT has many unique requirements created by their federal sponsor, bond requirements and local government partners. WSDOT will require significant flexibility on how the Projects Module of the ERP is configured.

- Federal Agreements – Federal agreements are established by WSDOT with their federal sponsor that detail how funds will be used, what is cost reimbursable and the process for expenditure transacting. There are very specific controls that need to be established in the ERP to assure that sponsor restrictions are being met. The funding associated with federal DOT agreements typically have multiple tiers in funding participation. For example, for the first \$1M of expenditures on a project - the split for expenditures may be 80% federal and 20% state. The next \$5M may be 70% federal, 30% state and so on. These funding splits must be used as outlined in the federal agreement. These complex fund participation rules are typically unique for DOTs and take significant effort in implementing.
- FHWA (Federal Highway Administration) Billing – The major sponsoring federal agency for the highway improvement program is the FHWA. This federal agency provides specific guidelines on what can be billed. A review and certification of the processes and systems by FHWA auditors is required before a bill can be paid. The mechanics of sending a bill for reimbursement is also strictly controlled, requiring the bill be sent in an electronic format as prescribed.
- Third Party Billing – WSDOT also needs to bill other federal partners (FAA, FTA, etc.) and local government partners. These bills have unique requirements for formats and information presented. These unique requirements allow for a more streamlined collection process on amounts billed.
- Inventory / Assets – There are several systems external to the ERP that use assets and/or inventory. These systems require connectivity, which creates unique requirements for where these financial assets are stored, tracked and what is the system of record.
- Labor Distribution – With many different types of grants and projects, WSDOT has very varied and unique requirements on how time off with pay is allocated to projects and funding sources. The complexities with these requirements is compounded by the large volume of employees at WSDOT.
- External (Integrating) Systems - WSDOT has a large number of systems that support industry specific processes. These processes include the procurement of consulting services, management of construction projects and maintenance of infrastructure assets. The large amount of external (integrating) systems creates a significant workload to update based on new standard processes that can be as simple as a change to the chart of accounts to more complex changes like providing multiple distribution lines where only one was previously provided. The number of external (integrating) systems creates unique requirements that need to be tracked and monitored.
- STIP (State Transportation Improvement Program) – While an ERP system can track project financial and budget transactions when initiated, a tightly integrated external system is required for the planning and programming of the program. This system tracks the federal apportionment, how much has been consumed and what funding sources are available. This tightly interfaced Federal Program Management system is unique to DOTs and an integral part of the financial and budget controls at WSDOT.

WSDOT is a large and complex agency with unique requirements that uses many business functions delivered in an ERP. Any design of a Statewide system must consider WSDOT needs early in the design, regardless of the ERP software selected and/or method of integration

3.0 One Washington Finance/Procurement ERP Impact to WSDOT Critical Systems

Discussions, interviews, and workshops with One Washington core team members, WSDOT business staff, and WSDOT IT staff were conducted to evaluate the functional/technical attributes and health of the 27 WSDOT critical financial systems. Below is the summary of the assessment:

- Fully replace the business functionality of 7 of the 27 critical financial systems that were analyzed with an ERP system.
- Consider a partial replacement of the business functionality of 9 of the 27 critical financial systems that were analyzed with an ERP system.
- Interface 6 of the 27 critical financial systems with the new ERP system.
- Decommission, or has already decommissioned, 12 of the 27 critical financial systems.
- Replace 2 of the 27 critical financial systems with the new Time, Leave and Attendance (LSR) System.

It should be noted that further analysis will be performed during subsequent phases of the One Washington Program Blueprint Project that may alter the disposition assessment of WSDOT's 27 critical financial systems in scope of Appendix – WSDOT Integration with One Washington.

3.1 Inventory of WSDOT's 27 critical financial systems and disposition

ID	System	Description / Function	Disposition	Comments
1	Transportation Reporting and Accounting Information System (TRAINS)	This mainframe system provides accounting support for all of WSDOT's revenues, expenditures, receipts, disbursements, resources, and obligations. It is a highly-customized version of an American Management Systems (AMS now CGI) software package. This application also includes the budget system that is known as TRACS.	Full Replacement by ERP	Further analysis of current inbound/outbound integrations to TRAINS required
2	Labor Collection / Payroll Expenditure Reporting (Labor)	This system processes employee hours worked, leave taken, and financial (cost accounting) details associated with labor hours for WSDOT employees and WSF Merit 1 employees. Data from this system is provided to the Department of Personnel's (DOP) Human Resource Management	Replaced by Labor System Replacement(LSR)	

ID	System	Description / Function	Disposition	Comments
		System (HRMS) to support payroll processing.		
3	Washington State Ferries Labor System (Ferries Labor)	This system processes employee hours worked, leave taken, and financial (cost accounting) details associated with labor hours for WSF Merit 5 employees. The application is a sister system to the WSDOT Labor application. Data from this system is provided to DOP's HRMS application to support payroll processing.	Replaced by LSR	
4	Workforce EmpCenter (LSR)	Time, leave, and attendance system for all WSDOT and Ferries employees. Will replace Labor and Ferries Labor Systems	Integrate with ERP	
5	Capital Program Management System (CPMS)	The Capital Program Management System (CPMS) helps establish, monitor, manage, and deliver the WSDOT statewide Capital Highway Program. CPMS does not manage individual project details, but does help plan and monitor the overall construction program.	Partial Replacement by ERP	Further analysis required
6	Transportation Executive Information System (TEIS)	Provides budget preparation and executive summary information about a variety of activities.	Partial Replacement by ERP	Further analysis required. Consider replacement when replacing CPMS
7	Work Order Authorization (WOA)	WOA is an application built on the Oracle document management platform. It allows for the creation, review, routing, and approval of Work Orders.	Partial Replacement by ERP	Further analysis required
8	Priority Array Tracking System (PATS)	This system collects, maintains, and tracks WSDOT's capital highway program deficiencies to support development of the capital highway construction program.	Retired	N/A

ID	System	Description / Function	Disposition	Comments
9	Project Summary (Project Summary)	Project Summary collects project information during the initial phase of the project scoping process. Project Summary documents the WSDOT commitment for scope of work and communicates Design, Planning and Environmental decisions.	Partial Replacement by ERP	Further analysis required
10	Transportation Information Planning and Support System (TRIPS)	The TRIPS (Transportation Information and Planning Support) system is designed to provide engineering, maintenance, planning and accounting personnel with up-to-date highway geometrics, traffic and accident data. The TRIPS system includes both current and historical information about the State Highway system. It is the system of record for the department's linear referencing system, annual average daily traffic (AADT) volumes, vehicle miles travelled (VMT) and highway lane miles used by FHWA for federal apportionment.	Integrate with ERP	Further analysis required. Reevaluate after discussion with CPDM. May require an integration with the NEW ERP depending on disposition of CPMS
11	Construction Administration and Payments System (CAPS)	CAPS maintains construction contract and payment information.	Partial Replacement by ERP	Further analysis required
12	Construction Contracts Information System (CCIS)	Mainframe application - CCIS automates the tracking of construction contract data and provides an accessible reporting system.	Not Applicable for ERP	Further analysis required
13	Estimate and Bid Analysis System (EBASE)	EBASE is used to develop estimates and reports for transportation construction projects, allows easy entry of contractor bid data, and awards apparent successful bidders on those estimates. EBASE also maintains the Standard Item Table (S.I.T.) accessible via the Internet and Unit Bid Analysis (U.B.A.). EBASE updates the Mainframe files that populate the CAPS III, CCIS and PREQUAL systems tables. This data feed process allows for features such as	Not Applicable for ERP	Further analysis required

ID	System	Description / Function	Disposition	Comments
		electronic bid item lookup and bid price history at the click of a button.		
14	Project Delivery Information System (PDIS)	This system supports management of the transportation project delivery process by capturing and tracking high-level project data, including milestone dates. PDIS is targeted to be replaced over time by PMRS once it is fully implemented	Replaced by PMRS	
15	Project Management and Reporting System (PMRS)	Provides enhanced web-based project scheduling, project reporting and content management tools to support management of the delivery of the capital program. It is primarily based on the Primavera suite of project management tools.	Not Applicable for ERP	
16	Customer Service Center Back Office Systems (Tolling Operations)	Primary revenue accounting and customer relationship management system for WSDOT's tolling operations.	Replaced by ETAN Integrate with ERP	
17	Transportation Asset Reporting and Tracking System (TARTS)	Tracks Assets and depreciation. Fleet, Real Estate (IRIS), Minor Cap, Facilities calculates depreciation and integrates to TARTS for reporting.	Full Replacement by ERP	Further analysis required
18	Consumable Inventory System (CIS)	Tracks consumable inventory for MVF, WSF, and maintenance. Handles orders, receipts, issues, physical inventory, and adjustments to inventory.	Full Replacement by ERP	
19	Minor Cap	Tracks location of equipment and depreciates equipment over \$5000.	Full Replacement by ERP	
20	Purchase Card	Purchasing card transaction system	Full Replacement by ERP	

ID	System	Description / Function	Disposition	Comments
21	Contract Agreement Tracking System (CATS)	Tracks consultant agreements, task, and supplemental budget allocations and management reserve fund allocations for WSF.	TBD	Further analysis required.
22	Great Plains- 3rd Party Damages	Allows for the automated approach to tracking and billing of damage to WSDOT assets by third party entities.	Full Replacement by ERP	
23	Great Plains- Ferries Receivables	General Ledger	Full Replacement by ERP	Further analysis required
24	SPORT	The System Program Oversight Reporting and Tracking application provides Local Programs office with the ability to monitor WSDOT compliance with State and Federal aid regulations, track financial status, and provide management reporting.	Partial Replacement by ERP	Further analysis required
25	Fleet Equipment Management System (FEMS)	Tracks costs associated with fleet equipment. This is a vendor supported application.	Partial Replacement by ERP Integrate with ERP	Further analysis required
26	Computer Aided Facilities (CAFM)	The Computer Aided Facility Management system provides data and functionality in support of all facility management functions. This is a Vendor supported application.	Partial Replacement by ERP Integrate with ERP	Further analysis required
27	Federal Aid Tracking System (FATS)	Federal Aid Tracking System supports the preparation, review and processing of federal funding authorization agreements and modifications to the federal Fiscal Management Information System.	Partial Replacement by ERP Integrate with ERP	Further analysis required

4.0 Analysis of Current Inventory of TRAINS Integrations

During the subsequent phases of the One Washington Program Blueprint Project, the One Washington core team, WSDOT business staff, and WSDOT IT staff will conduct further analysis to determine the potential interfaces required for integration between the future Statewide ERP system and WSDOT line of business systems.

4.1 The following table lists the current inventory of TRAINS inbound and outbound interfaces that will be analyzed:

ID	Source System	Target System	Description / Function	Frequency
1	TRAINS	AFRS Accounting Transaction Interface	Summarized document transactions excluding Payment Vouchers	Daily

ID	Source System	Target System	Description / Function	Frequency
2	TRAINS	AFRS Warrant Interface	Payment Vouchers sent for payment	Daily
3	TRAINS	FHWA Billing	Billing Federal Projects	Weekly
4	TRAINS	CAFM	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand
5	TRAINS	Financial Data Mart	ALL Financial Transactions from General Ledger	Nightly
6	TRAINS	ETCC Tolling (Warrant Detail)	Payment details: Check#, Warrant Date, etc.	Daily
7	TRAINS	CAPS	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand
8	TRAINS	CAPS Warrant Registers	Payment details for CAPS payments submitted to TRAINS	Nightly
9	TRAINS	Imaging	Multiple reports from nightly & monthly processing	Nightly/Monthly
10	TRAINS	SPORT	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand
11	TRAINS	CPMS	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand
12	TRAINS	WSF Mainframe Expenditures	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand
13	TRAINS	WSF Fares	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand
14	TRAINS	WSF Lockbox	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand
15	TRAINS	BEARS	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand
16	TRAINS	Minor Cap	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand
17	TRAINS	WSDOT Labor	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand
18	TRAINS	Marine Labor	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand
19	TRAINS	Materials Lab (BATS)	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand
20	TRAINS	Real Estate (IRIS)	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand
21	TRAINS	TRACS	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand
22	TRAINS	CCIS	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand

ID	Source System	Target System	Description / Function	Frequency
23	TRAINS	Consumable Inventory	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand
24	TRAINS	SIMMS	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand
25	TRAINS	OWMBE	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand
26	TRAINS	Employee Master	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	Daily
27	TRAINS	NWR (Ken Storkel)	"READ ONLY" calls to TRAINS Database to Retrieve and or Edit data	OnDemand
28	TRAINS	State Auditors	Retrieve and attach Vendor Address information to file	OnDemand
29	CAPS	TRAINS	Generates Payment & (JV) type Journal Voucher documents	Nightly
30	WSF Lockbox	TRAINS	Load pre-formatted Cash Receipt documents to suspense	Nightly
31	WSF ARCS	TRAINS	Load pre-formatted Cash Receipt documents to suspense	Nightly
32	WSF Mileage	TRAINS	Generates (JI) type Journal Voucher documents	Nightly
33	WSF Payroll	TRAINS	Generates (JI) type Journal Voucher documents	Nightly
34	WSF Labor	TRAINS	Generates (JI) type Journal Voucher documents	Nightly
35	WSF Fares	TRAINS	Load pre-formatted Receivable & Short Form (XJ) Journal Voucher documents	Nightly
36	WSDOT Payroll	TRAINS	Generates (JI) type Journal Voucher documents	Nightly
37	WSDOT Labor	TRAINS	Generates (JI) type Journal Voucher documents	Nightly
38	Highways & Local Programs	TRAINS	Load pre-formatted Short Form (XV) Payment Voucher documents to suspense	Nightly
39	Tacoma Narrows Bridge	TRAINS	Load pre-formatted Cash Receipt documents to suspense	Daily
40	ETCC Tolling	TRAINS	Generates Payment & (JV) type Journal Voucher documents	Daily
41	Esnoopi	TRAINS	Generates Cash Receipt documents	Daily
42	Great Plains	TRAINS	Generates Receivable & Cash Receipt documents	Daily

ID	Source System	Target System	Description / Function	Frequency
43	Materials Lab (BATS)	TRAINS	Load pre-formatted Short Form (XJ) Journal Voucher documents	Nightly
44	Real Estate (IRIS)	TRAINS	Generates Cash Receipt documents	Daily
45	Purchase Cards	TRAINS	Generates (JV) type Journal Voucher documents	Daily
46	Travel Cards	TRAINS	Generates (JV) type Journal Voucher documents	Daily
47	Consumable Inventory	TRAINS	Generates (JI) type Journal Voucher documents	Nightly
48	Consumable Order Number File (VSAM)	TRAINS	Used to update TRAINS VSAM file with valid Order Numbers	Nightly
49	Equipment / Automated Fuel	TRAINS	Load pre-formatted Receivable & Short Form (XJ) Journal Voucher documents	Nightly
50	Equipment File (VSAM)	TRAINS	Used to update TRAINS VSAM file with valid Equipment Numbers	Nightly
51	Printing Services (Screens provided for on-line entry)	TRAINS	Generates Receivable & (JV) type Journal Voucher documents	Weekly
52	Geographic Services (Screens provided for on-line entry)	TRAINS	Generates Receivable & (JV) type Journal Voucher documents	Weekly
53	AFRS Warrant Detail Interface	TRAINS	Warrant Data returned based on Payment file sent	Daily
54	AFRS State Wide / WSDOT Vendor Table Synchronization	TRAINS	Ensures that TRAINS Vendor table is in sync with AFRS SW table	Daily
55	CPMS	TRAINS	Edits PIN Number against CPMS Database	OnDemand
56	Fixed Distribution percentages	TRAINS	Generates Pools & Bases for Fixed Percentage Distribution	Monthly
57	N.W Region JV Document Load	TRAINS	Generate (JV) type Journal Voucher documents & load to TRAINS suspense	OnDemand
58	S.W Region JV Document Load	TRAINS	Generate (JV) type Journal Voucher documents & load to TRAINS suspense	OnDemand
59	S.C Region JV Document Load	TRAINS	Generate (JV) type Journal Voucher documents & load to TRAINS suspense	OnDemand
60	Eastern Region JV Document Load	TRAINS	Generate (JV) type Journal Voucher documents & load to TRAINS suspense	OnDemand
61	N.C Region JV Document Load	TRAINS	Generate (JV) type Journal Voucher documents & load to TRAINS suspense	OnDemand

ID	Source System	Target System	Description / Function	Frequency
62	Olympic Region JV Document Load	TRAINS	Generate (JV) type Journal Voucher documents & load to TRAINS suspense	OnDemand
63	HQ JV Document Load	TRAINS	Generate (JV) type Journal Voucher documents & load to TRAINS suspense	OnDemand
64	DOR Use Tax Rates	TRAINS	Retrieve quarterly tax rates for calculating use tax in TRAINS	Quarterly

5.0 Recommended Approach for WSDOT Integration with One Washington

The WSDOT is a large, complex agency with several groups that perform varied functions through distinct programs. The varied number of business processes and system functions required from an ERP typically makes DOTs the most challenging and largest implementation in a statewide rollout. DOTs in general will typically use all the functionality and business processes provided in an ERP.

At WSDOT most standard accounting, budget and procurement business functions can be accommodated by an ERP in a similar fashion as other state agencies. Requirements and processes in four (4) main areas are consistent with any large state agency:

- Finance/Accounting – The process of establishing the chart of accounts, coding and entering transactions through journal entries and vouchers, supplier invoice recording and payments, and the recording of cash receipts are examples in this area. Most standard day-to-day accounting and bookkeeping functions including reporting is supportable in the ERP.
- Budgeting – The process of establishing a financial budget, tracking expenditures and encumbrances to budgets, and providing budget control is implemented similar to all other agencies with significant federal funding.
- Procurement – Creating requisitions, sourcing to purchase orders, and receiving on open purchase orders are standard agency functions.
- HR/ Payroll –Creating employee records, processing payroll and benefits, and recording time are generally very standard across agencies.

The complications in implementing a system at WSDOT in these areas comes from the volume of transactions and the specifics mandated and required in each area.

Where an ERP system creates the financial, procurement, human resources, and budget backbone for the agency, there are many unique areas that need to be considered. These largely stem from WSDOT’s need to use a cost reimbursable federal grant business process and the large amount of external systems that need to be updated and interfaced.

The recommended approach for WSDOT integration with One Washington is to decommission TRAINS and utilize the One Washington Statewide Finance/Procurement solution. Any design of a Statewide system must consider WSDOT needs early in the design, regardless of the ERP software selected and or method of integration

WSDOT needs to upgrade their aging financial system in the next 5 years, primarily due to technical obsolescence. WSDOT and OFM have concluded that it is in the best interest of the state for WSDOT to remain a part of One Washington